



*Washington*  
**Secretary of State**  
SAM REED

**PRODUCTIVITY BOARD**  
Employee Suggestion Program • Teamwork Incentive Program  
6880 Capitol Boulevard • PO Box 40244  
Olympia, WA 98504-0244  
Tel: 360.704.5203  
Fax: 360.704.7830  
TTY: 360.664.0515  
[www.secstate.wa.gov](http://www.secstate.wa.gov)

**AGENDA**

**WASHINGTON STATE PRODUCTIVITY BOARD**

Office of the Secretary of State  
Legislative Building  
April 4, 2008  
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes (*March 7, 2008*)
- Monthly Staff Update --Tracy Workman
- Adopts (*Pink report\**)  
--Reviewer: Roselyn Marcus
- Employee Suggestion Non-Adopts (*Blue report\**)  
--Reviewer: Mike Kerschbaum
- Adjournment

*\*If you have questions regarding the Employee Suggestions please contact Shad Bell at 360.704.5212  
or for TIP, contact Linnaea Jablonski at 360.704.5259.*



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**Productivity Board Meeting Minutes**  
March 7, 2008

**WELCOME & INTRODUCTIONS**

Sam Reed called the meeting to order at 10:04 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

**ATTENDANCE**

**Board Members present:** Sam Reed, Brian Sonntag, Kathleen Brockman, Mike Kerschbaum, Roselyn Marcus, and George Masten

**Board Members absent:** Linda Villegas Bremer, Wanda Riley, Terry Teale and Scott Turner

**Staff present:** Shad Bell, Dawn Sanquist and Tracy Workman

**APPROVAL OF MINUTES**

The Board reviewed, moved, seconded, and voted unanimously to approve the February 1, 2008 minutes as written.

**MONTHLY UPDATE**

Tracy Workman reported the Innovations in State Government Awards ceremony was held on February 13<sup>th</sup> and was a great success. Seven outstanding evaluator, four top suggesters, three TIP teams, one Environmental Award, and two Enhancing Cultural Services awards were given, with the Department of Transportation receiving the agency of the year award.

The next big event is Public Service Recognition Week and planning of all area events are coming together.

So far 77 Extra Mile nominations have been received, with the due date March 7, 2008 at 5:00 pm. Nominations have been received from a broad variety of agencies and counties. Nominations for the Leadership Award are still being received, with that due date being April 4<sup>th</sup>.

Since the Department of Transportation (DOT) deployed their marketing plan last month, 31 suggestions have been received from DOT employees alone. Linnaea Jablonksi and Shad Bell met with DOT's Space and Lease Management Team and Purchasing and Materials Management Group to further educate them on the Employee Suggestion and Teamwork Incentive Programs. The agency is dedicated to making the programs a success and it shows.

Shad and Linnaea are still working hard to market and educate agencies on our programs and met with the Liquor Control Board, State Actuary and Workforce Training and Education Board along with the Transportation groups.

#### **EMPLOYEE SUGGESTION ADOPTS**

Shad Bell reviewed in Linda Villegas Bremer's absence and reported that she concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the board voted unanimously to accept agency recommendations.*

#### **MULTIPLE AGENCY SUGGESTIONS**

Shad Bell reviewed in Linda Villegas Bremer's absence and reported that she concurred with agency evaluations, and recommended approval. It was moved, seconded, and *the board voted unanimously to accept agency recommendations.*

#### **EMPLOYEE SUGGESTION NON-ADOPTS**

Brian Sonntag reviewed and reported that he concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the Board voted unanimously to accept agency and staff recommendations.*

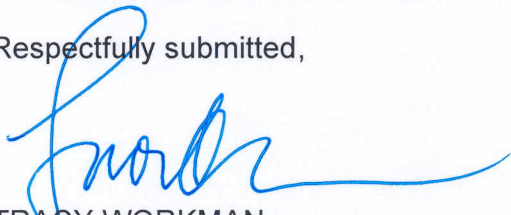
#### **NEXT BOARD MEETING**

The next Board meeting is scheduled for April 4, 2008 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- **Reminder:** The reviewers for April are Mike Kerschbaum and Roselyn Marcus. *Both reviewers will also review any Appeals and Teamwork Incentive Program applications presented.*

**ADJOURNMENT** –There being no further business, the meeting was adjourned at 10:16 a.m.

Respectfully submitted,



TRACY WORKMAN  
Special Programs Manager  
TW/ds 03/11/08



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Washington State  
Productivity Board

ADOPT REPORT

April, 2008



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## Department of Social & Health Services

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<i>Suggestion Number Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200700119 Jul 2007	Kristi McHaney	Spokane	

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*Savings/Desc*

*Total Award Recognition*

**Suggestion:** The Department of Social and Health Services (DSHS) should use the form created by the suggester for Administrative transfers.

**Evaluation:** Modified Adopt. DSHS is set-up to allow individual region administrations to have the authority to implement the processes and forms unique to them. We will be using this form in the suggester's region and make it available to all other regions. Because there are no savings attributed to the suggestion a recognition award will be given.

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## Department of Transportation

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<i>Suggestion Number Entry Date:</i>	<i>Suggester Name:</i>	<i>City:</i>	<i>Award</i>
200800012 Jan 2008	Richard Tveten	Olympia	\$200.00

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*Savings/Desc*

*Total Award Recognition*

**Suggestion:** The Department of Transportation should have employees use the "self delete" function when sending emails that pertain to a certain projected period of time. This would save the recipient(s) time by not having to go through emails that are no longer relevant or pertain to something that has already happened.

**Evaluation:** Modified Adopt - This is an optional feature in Microsoft Outlook. As such, use of the expiration date is a voluntary action. Training staff on the optional features will help broaden the use of this type of feature. We will incorporate more information about this feature in our training curriculum. But making this mandatory is not feasible. Because there are no savings attributed to the suggestion a recognition award of \$200 will be given.



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Washington State  
Productivity Board

NON-ADOPT REPORT

April, 2008



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## Everett Community College

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*Suggestion Number    Entry Date*

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**200800083**                      Mar 2008

**Suggestion:** The Everett Community College should change the payroll system so that money deducted from the employee's pay for health care premiums are recorded as non-taxed.

**Evaluation:** Currently our employees do not pay taxes on health care premiums pursuant to IRS code Section 125 unless the employee completed an IRS Waiver Form.

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## Department of General Administration

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*Suggestion Number    Entry Date*

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**200800057**                      Feb 2008

**Suggestion:** The Department of General Administration (GA), Motor Pool Division, should mandate all newly purchased motor pool vehicles are equipped with large seatbelts.

**Evaluation:** Not a new idea - Vehicles only come with one size in seatbelts. They have been thoroughly tested and cannot be modified, however the manufacturers do offer seatbelt extenders for large people at no charge. The Motor Pool staff can provide them upon request.

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## Printing Department

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*Suggestion Number    Entry Date*

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**200800070**                      Mar 2008

**Suggestion:** The Department of Printing should limit the number of colors used in informational publications to 2 or less. By using 2 colors or less, significantly reduces the cost of printing by roughly 50%.

**Evaluation:** The Department of Printing helps agencies with the design of their publications and currently explores all options in meeting their budget needs. To limit agencies informational publications to two or less would require legislation that we do not support seeking.



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## Secretary of State's Office

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*Suggestion Number    Entry Date*

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**200700038**                      Feb 2007

**Suggestion:** The Office of the Secretary of State, State Library, should invest in water filtration instead of having bottled water delivered. Currently, the water is being delivered, and at times leaks from the bottles cause a wet floor hazard.

**Evaluation:** This suggestion was brought before agency executive management who felt that even though the suggestion would save some money, providing bottled water is a benefit the agency does not want to discontinue. We do appreciate the suggester for thinking of ways to save state funds.

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## Department of Social & Health Services

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*Suggestion Number    Entry Date*

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**200800010**                      Jan 2008

**Suggestion:** The Department of Social Health Services (DSHS), Division of Child Support (DCS), should scan correspondence received with child support payments and send it to the case worker.

**Evaluation:** Not a new idea. Correspondence received with a payment has been scanned and forwarded to the case worker after the payment has been posted since 2002, which was prior to submittal of the suggestion.

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**200800014**                      Jan 2008

**Suggestion:** The Department of Social and Health Services, Division of Child Support (DCS), should send the Information Request and Information Update Forms electronically to each Community Service Offices Regional imaging center.

**Evaluation:** Not a new idea - Division of Child Support has been working on converting these's forms to a TIFF or PDF format for child support staff to receive electronically since March, 2007 and hope to have this process in place by July 1, 2008.

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## Department of Transportation

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*Suggestion Number    Entry Date*

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**200700193**                      Nov 2007

**Suggestion:** The Department of Transportation should modify its V-Bottom Hopper Trucks into a 3 in 1 sander truck.

**Evaluation:** Not a new idea. Modifying our sander trucks to de-ice, pre-wet, and salt roads was successfully implemented in 2006, which was prior to submittal of the suggestion.

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*Tuesday, March 25, 2008*

*Page 3 of 4*



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*Suggestion Number    Entry Date*

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**200800006**                      Jan 2008

*Suggestion:* The Department of Transportation (DOT) should sell naming rights to new and existing ferries.

*Evaluation:* Not a new idea. This was first discussed by the agency in 2004. While commercial advertising is now appearing on some vessels, selling the rights to vessel names has not been seriously pursued due to legislative constraints.

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**200800026**                      Feb 2008

*Suggestion:* The Department of Transportation should apply two spot welds on highway lighting and signal junction boxes sealing them closed to avoid theft.

*Evaluation:* Not a new idea. This was discussed by most regions and attempted in December 2006, which was prior to submittal of the suggestion. The idea was difficult to implement as the crews that maintain these electrical systems are not trained welders and do not carry welding equipment. Our maintenance crew did however pursue this also without much success.

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**200800050**                      Feb 2008

*Suggestion:* The Department of Transportation (DOT) should have an online tool developed where you can put in the number of the standard item and it tells you what section of the standard specifications to look in.

*Evaluation:* Not a new idea - In 1998 DOT updated its estimating software from the old BASS system to the current EBASE system and this feature was included at that time.

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**200800066**                      Feb 2008

*Suggestion:* The Department of Transportation (DOT) should expunge Social Security Numbers from all State employee files except those required for personnel files.

*Evaluation:* Not a new idea. The Department of Transportation has been in the process of either eliminating or suppressing the use of Social Security Numbers on documents and within computer systems since 2005 which was prior to submittal of the suggestion.

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**200800091**                      Mar 2008

*Suggestion:* The Department of Transportation, Ferries Division, should reduce the amount of Sailing Schedules printed due to passengers using the internet more often to obtain this information.

*Evaluation:* Many of our regular customers do use our web site sailing schedule. However, most all of our printed schedules are at the request of the tourist industry, distributed to hotels, motels, restaurants, travel agencies and community information kiosks.

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